



KING COUNTY

GRANT ADMINISTRATOR OFFICE OF EMERGENCY MANAGEMENT DEPARTMENT OF EXECUTIVE SERVICES

Salary: \$60,803.18 - \$77,071.49

Job Announcement No.:

OPEN: 9/2/03

CLOSE: 9/9/03

WHO MAY APPLY: This position is a term-limited temporary position through 12/31/04 (if funded in 2004 budget) with possibilities of extension. It is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Eric Holdeman, Director, King County Office of Emergency Management, 3511 NE 2nd Street, Renton, WA 98056. MS: ECC-ES-0100. FAX: 206-205-4056.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Eric Holdeman at (206) 205-4060 or Diane Newman at 206-205-4059 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are required for this position.

WORK LOCATION: 3511 NE 2nd Street, Renton, WA.

WORK SCHEDULE: This term-limited temporary position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The Office of Emergency Management (OEM) provides local and regional services in disaster mitigation, preparedness, response and recovery. King County is defined as a region by Washington State and is assigned the responsibility for the administration of several grants from the United States Department of Homeland Security totaling millions of dollars. The successful candidate will be expected to work with regional partners as well as other King County staff from various agencies in the administration of these grants. The OEM includes several project managers as well as administrative and management staff who all play a role in grant administration. The person in this position must be able to work well with others, have proven grant administration skills and be able to work with minimal supervision. Continuation of this position beyond 12/31/04 is dependant on the incumbent's ability to secure future grants. Primary job duties include but are not limited to:

- Prepare, coordinate, and submit application materials for grants to ensure that they are complete and compliant with state and federal guidelines.
- Act as the OEM point of contact and coordination for audits.
- Research and recommend potential grant opportunities to management that enhance the emergency management program. Refer other grant opportunities to appropriate agencies that might find them useful for their programs. Prepare and submit application materials.
- Provide leadership in grant protocols and administration to program managers. Work with project/program managers to develop criteria for sub-grantees, review applications, and develop contracts.
- Initiate and prepare grant alerts, and coordinate with the budget and finance offices to establish and administer grant accounts. Work closely with OEM staff to ensure that appropriate grant tracking systems are in place and effective. Prepare and coordinate progress reports and payment requests with other staff and ensure that they are processed in a timely manner according to contracts.
- Document grant application and tracking procedures for the division, develop training materials, and train staff to properly administer their portion of the grants.

- Provide assistance to other administrative staff as needed. Work in the Emergency Coordination Center during emergencies as assigned.

REQUIRED SKILLS AND KNOWLEDGE

- Skill in the application of accounting principles and practices, including the application of governmental accounting and audit techniques.
- Skill in contract development, review, negotiations, administration and management.
- Technical writing and proofreading skills, including ability to draft grant and contract language.
- Negotiation, project management, and project scheduling skills.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Minimum 5 years progressively responsible experience in funding and administration of large, complex grants.
- Demonstrated ability in securing federal, state or private grants.
- Excellent customer service skills including effective listening and problem-solving and ability to deal courteously, professionally and tactfully with internal and/or external agencies and the public.
- Demonstrated ability in developing and maintaining effective working relationships with others, including working effectively as a member of a team and with diverse populations.
- Demonstrated ability to independently prioritize workload, work under pressure with tight timelines and changing priorities, and simultaneously work on multiple grants.
- Demonstrated initiative and accountability skills for work product or service.
- Demonstrated reliability, dependability and good work attendance.
- Excellent verbal and written communication skills and ability to follow oral and written instruction.
- Demonstrated ability to use a computer, including use of Windows-based software including Microsoft Excel and Word.

NECESSARY SPECIAL REQUIREMENTS: Possess Washington State driver's license and successfully complete a police background check. Be willing to serve in the Emergency Operations Center (EOC) in an operational capacity or at other locations as assigned during exercises, emergencies, or disasters. GMC (Grants Management Certificate) or PMC (Project Management Certificate) are highly desirable.

CLASS CODE: 9998

SEQUENCE NO.: 9001